

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.**

No: 559 –Staff (App)-I/01-2023/Vol.I

Dated: 06.12.2023

To

1. All the Heads of Department in IA&AD
2. Director (P).

Subject: Filling up post of Auditor (Level 05) in O/o Director of Accounts, Cabinet Secretariat, New Delhi on deputation cum absorption basis.

Sir / Madam,

I am directed to inform that O/o Director of Accounts, Cabinet Secretariat, New Delhi has intimated to fill up post of Asst. Audit/ Accounts Officer on deputation cum absorption basis. Maximum age limit for applicants should not exceed 56 years as on the closing date of receipt of applications. The period of deputation shall ordinarily not exceed 03 years. Eligibility criteria to fill up the posts is as follows:

Name of post	Pay Scale	Eligibility Criteria
Auditor (Level 05)	Level 05	<p>i) By Deputation-cum-Absorption from amongst personnel under the Central Government or State Government.</p> <p>ii) Auditor/ Accountants (level 05) ; or</p> <p>iii) Data Entry Operator (level 04) of the pay matrix and</p> <p>iv) Having Bachelor's degree from a recognized University</p> <p><b>Duties of the Post</b> Scrutiny and passing of Bills, processing of pension cases, Authorization of Pay &amp; Allowances, Audit of Units and other miscellaneous administrative jobs.</p>

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the above mentioned post on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 26.12.2023:**

- i. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
- ii. Duly attested copies of each page of APARs for the last 5 years (2017-18 to 2021-22) along with summary of APARs as per the enclosed annexure.
- iii. Vigilance Clearance Certificate, integrity certificate, details of penalty if any imposed during the last 05 years, Cadre Clearance Certificate and CR dossiers.

3. Applications received after **26.12.2023** will not be considered under any circumstance.

4. **In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.**

Yours faithfully,

Encls:-As above

  
(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

145/c

**APPLICATION FOR THE POST OF AUDITOR IN O/O DACS**

**BIO DATA**

1. Name of the applicant :
2. Date of Birth :
3. Father's Name :
4. Date of Appointment in Govt. Service :
5. Permanent Home Address :
6. Present Address/ Mobile Number :
7. E-mail (official) :
8. Educational Qualification :
9. Post held with pay scale & date from holding the present post :
10. Work Experience :
11. Please state whether the applicant belongs to a SC/ST/OBC :

**(SIGNATURE OF THE APPLICANT)**

**CHECKLIST**

1. Bio-data proforma attached
2. At least 5 years APARs from 2021-22 to 2017-18. In case APARs are not available, APARs of previous years may be enclosed.
3. Vigilance Clearance (as per proforma)

**VIGILANCE CLEARANCE CERTIFICATE**

It is certified that the information furnished by the applicant has been verified from records and found to be correct. No major/ minor penalty was imposed on the applicant no disciplinary/ vigilance case is pending/ contemplated against her/him as on date. It is also certified that the integrity of the applicant is beyond doubt.

(Signature of Head of Office with office seal)